VOLUNTEER WORKER CHECKLIST

This form is to be completed by all persons who wish to undertake voluntary work or a project with the University of Tasmania. The volunteer, in association with the relevant supervisor, must complete this form before any work is commenced.

1. VOLUNTEER DETAILS (to be completed by the volunteer)

Name of volunteer			
Address			
Telephone No.		**Mobile No.**	
Emergency Contact		**Telephone No.**	

Medical Disclosure

For all voluntary work, the supervisor is to be advised of:

- any pre-existing medical condition or injury that would preclude the volunteer from carrying out all of the duties of the position;
- any medication that could affect their health and safety, the safety of the work, or the operation of the project.

Please note that completion of *Medical Disclosure Forms* will be required for a volunteer participating in field activities, laboratory, workshop, or studio work, or where a volunteer is required to drive to and from a project.

2. WORK/PROJECT INFORMATION: (to be completed by the Supervisor)

Organisational Unit	School Of Biological Science			
Work/Project Title				
Supervisor				
Period of work	**From**		**To**	
Location of work				
Description of work				
Assessed risk of activities associated with work	☐ Low ☐ Moderate ☐ High ☐ Extreme (See: *Risk Management Policy and Matrix*) Comment:			

If the volunteer is participating in field activities, laboratory, workshop, studio or other projects with an initial assessed risk greater than 'Low' the Supervisor is to complete a risk assessment in accordance with the University's *Risk Management Policy* and *Matrix* and include appropriate risk controls to eliminate or minimise the risk so far as is reasonably practicable.

Risk Assessment attached? ☐ **YES** ☐ **NO**

3. INDUCTION CHECKLIST (to be completed by the Supervisor and the Volunteer)

a) Medical Disclosure

Does the volunteer have a pre-existing medical condition or injury that would preclude him/her from carrying out some or all of the duties of the voluntary position? ☐ **YES** ☐ **NO**

If **YES**, please provide details of the condition:

……

Is the volunteer on any medication that could affect their health and safety, or the operation of the work or project? ☐ **YES** ☐ **NO**

If **YES**, please provide details of the condition:

……

Note: the Supervisor is to be advised of this medication/condition before the volunteer is allowed to undertake the work or project.

- **Field activities -** has a *Medical Disclosure and Authorisation Form* been completed?

  Refer to Appendix 1 of the Field Activity Minimum Standard. ☐ **YES** ☐ **NO**
- **Laboratory, workshop, or studio work** - has a *Medical Disclosure and Authorisation Form* been completed?

  Refer to Appendix 1 of the Working Safely in Laboratories Workshops and Studios Minimum Standard. ☐ **YES** ☐ **NO**
- **Driving** - for a volunteer required to drive to and from a project, has a *Driver Medical Disclosure Form* been completed?

  Refer to Appendix 1 of the Safe Driving of Authorised Vehicles Minimum Standard. ☐ **YES** ☐ **NO**

Where a medical disclosure identifies a risk to the volunteer, the University or other persons, are reasonably practicable controls available to the university to manage these risks to an acceptable level? ☐ **YES** ☐ **NO**

Is specialist medical or insurance advice required? ☐ **YES** ☐ **NO**

Comment:

……

b) Vulnerable People

Will the volunteer come into contact with, or be required to work with children, the elderly or other vulnerable people? ☐ **YES** ☐ **NO**

If the answer is **YES**, what experience does the volunteer have? (Supervisor to verify evidence of experience, if appropriate):

……

……

Is a Police Check required? ☐ **YES** ☐ **NO**

Is a Working with Children Conduct Agreement required? ☐ **YES** ☐ **NO**

c) Work Health & Safety

The volunteer is a worker for the purposes of the *Work Health and Safety Act* 2012

As such, the volunteer must comply with Section 28 of the Act and while at work must:

a) take reasonable care for his or her own health and safety; and

b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and

c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the University to allow the University to comply with this Act; and

d) cooperate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to workers.

Has the volunteer been advised that he/she is a worker for the purposes of the *Work Health and Safety Act 2012*? ☐ **YES** ☐ **NO**

d) Project Briefing

Has the volunteer been fully briefed in relation to all aspects of the work or project? ☐ **YES** ☐ **NO**

If **NO** please identify how this briefing is to be undertaken:

……

……

……

……

……

e) Facilities and Equipment to be used by Volunteer (e.g.: Laboratories, vessels, boats, computers, workshop equipment, field equipment etc.)

……

Has the volunteer used the above equipment before? ☐ **YES** ☐ **NO**

If the answer is **YES**, what experience does the volunteer have? (Supervisor to verify evidence of experience, if appropriate)

……

If the answer is **NO**, what induction and training needs to be undertaken before the volunteer can use, operate equipment, **or** take part in the work or project?

☐ School/Section ……

☐ Laboratory/Workshop ……

☐ FieldTeq™ ……

☐ OnGuard™ ……

☐ Other ……

f) Authorised Vehicle

Is the person required to drive between University workplaces in carrying out the duties of the position? ☐ **YES** ☐ **NO**

If Yes, please complete the *Authorisation to Drive a University Vehicle* form.

g) Accidents and Injuries

If a volunteer is injured or has an accident during the work or operation of the project he/she must report it immediately to his/her Supervisor.

All injuries/accidents are to be formally recorded by the Supervisor on line, or on an appropriate University of Tasmania Accident/Incident Report form.

h) Insurance

The volunteer must be advised that he/she is not covered by Workers' Compensation Insurance as he/she is not an employee of the University of Tasmania.

However, volunteers are covered under the University's Personal Accident Insurance Policy for injuries sustained whilst engaged in authorised activities (Noting an age limit of 80 years and general policy exclusions apply).

For driving, note that if the volunteer is using a private vehicle, then the University's Personal Accident Insurance Policy may not cover him/her.

Refer to the UTAS Insurance Guidelines for further policy details
http://www.utas.edu.au/finance/insurance/guidelines-and-policies

i) Safety Checklist

If the answer to any of the following questions is **NO** then a brief explanation is to be provided.

1. Has the volunteer been made aware of The University of Tasmania's Work Health and Safety policies and procedures? ☐ **YES** ☐ **NO**

   Refer to https://secure.utas.edu.au/work-health-safety/policies-and-standards
2. Has the volunteer been made aware of all Risk Assessments relating to the work? ☐ **YES** ☐ **NO**
3. Has the volunteer been made aware of safety issues relating to the work? ☐ **YES** ☐ **NO**
4. Has safety equipment been issued to the volunteer? ☐ **YES** ☐ **NO**
5. Does the volunteer understand how to use and operate the safety equipment? ☐ **YES** ☐ **NO**
6. Does the volunteer understand what action to take in the case of an emergency while undertaking the work? ☐ **YES** ☐ **NO**

j) General Conditions:

- Volunteers will not receive any remuneration for volunteer work.
- Volunteers must not sub-contract work to any other person.
- Volunteers must obey all reasonable requests made by the Supervisor. If a dispute arises, the volunteer should discuss the issue with the Head of School to which the work or project relates.
- Volunteers are to be supervised at all times, unless the Supervisor and volunteer are satisfied that the volunteer is capable of safely working alone.
- Volunteers must comply with all security and office regulations in place at the location of the work.
- Volunteer workers shall not represent themselves as employees of the University of Tasmania.
- The University of Tasmania may terminate volunteer work or projects at its sole discretion.

4. DECLARATION:

I acknowledge that I have read and understand this document in relation to volunteer work in authorised activities and projects on behalf of the University of Tasmania.

I am required to abide by the Ordinances and Rules of the University of Tasmania.

That in the event of an injury which may entitle me to make a claim under the Personal Accident policy, I am responsible for providing all relevant details/documentation relating to the injury so as to facilitate the claims process.

I have completed all sections of the document with my Supervisor ……..

and I declare that to the best of my knowledge the information given in this form is complete and true.

Volunteer's name: ……..

Volunteer's signature: ……. Date:……

Signature of Parent/Guardian: …… Date:……..

Alternative if the Volunteer is under 18 years of age

To be completed by supervisor (academic) in charge of the mentioned project.

" I _____ (supervising academic) approve this person as a volunteer for the University project listed above and deem that he/she is competent to complete the tasks in a safe working manner. The volunteer has been briefed on all safety aspects of the project and has been made aware of the risk assessment for the project.

Signature of Supervisor: …….. Date:……..